Training Strategic Level Working Group
June 2, 2004
Meeting Notes

Meeting Date	June 2, 2004 10-11:30 am ET
Attendees:	**Facilitator**: Ed Maibach, PhD, Associate Director NCI **Participants:** UC Davis Cancer Center: David M. Rocke, PhD Holden Cancer Center: Tom Casavant PhD, Todd Scheetz PhD, Terry Braun PhD Institute for Cancer Prevention: Edith A. Zang, PhD, Naveen Vinukanda MS OHSU: Edwin Quick, MMI UPMC: Jim Harrison Un-represented: Cold Spring Harbor, University of Chicago, Johns Hopkins, Mayo Clinic, Abramson Cancer Center NCI Latonya Kittles, Lynette Grouse Booz Allen: Cait Cusack, Denise Tingle
Agenda	1 Review and finalization of May 26, 04 meeting notes 2. Contracts update with Denise Tingle BAH 3. Liaison Summaries 4. Subcommittee update 5. Webcast Update 6. Face-to-face Meeting Update 7. Review key actions agreed upon 8. Other issues and concerns 9. Confirmation of next meeting June 16, 04
1. Review and finalization of May 5th meeting notes	Edith noted two changes to the notes. The notes were then approved, finalized and will be distributed to the group and posted to the forum

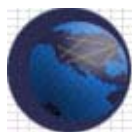|	
2. Contracts Update	Denise Tingle gave an update to contracts
3. Liaison Summaries	Brief summaries from our liaisons to other groups were given:
	1. ICR-Edith Zang-
	• ICR has not had a recent meeting-so not update
	2. Architecture -Jim Harrison
	• No recent meeting
	• Jim has asked the group to prepare a summary of issues in the architecture meetings related to training
	• Jim attended the Shared Pathology Information Network (SPIN) meeting last week. Peter Covitz presented an overview of a possible architectural framework for caBIG, which will go a long way to answering the question of 'what does caBIG compliance mean'. This document is expected to be available for all of us to review mid-June and should help us to further define our activities
	3. Clinical Trials-Mike Becich-absent
	4. Vocab and CDE-Christopher Chute-absent
	5. Tissue Bank and Pathology –David Fenstermacher-absent
	6. Strategic Planning-Tom Casavant for Mike Becich-
	• The group is coming up with 1 year and 5 year milestones and deliverables for what will be accomplished in caBIG
	7. DSE-Mike Becich-absent
4. Subcommittee Updates	1. Developer Training Subcommittee-Cait Cusack
	• Finalized mission statement
	• Introduced Kim Diercksen and Jamie Keller from NCICB who will be working on Training materials for NCICB.

- Plan to survey cancer centers regarding what they currently have for Training Materials

2. <u>Adopter Training and Evaluation Subcommittee</u>-Edith Zang

- Finalized mission statement

- Introduced Kim Diercksen and Jamie Keller from NCICB who will be working on Training materials for NCICB.

- Developing a list of white papers to work towards the goals of this group

- Developing a framework so that a project plan can be worked on at the face to face meeting

3. <u>Communication Training Subcommittee</u>-LaTonya Kittles

- Discussed the toolkit being developed for the cancer centers and other audiences. There will be a binder for hard copies with room to add materials. The idea is also to have an available CD and to have materials on line as well.

- The toolkit will also include an inventory of projects being done by each of the centers

- Lynette discussed some meetings she is working with to have a caBIG presence such as ASCO and

- Edith brought up the 2004 Joint Statistical Meeting in Toronto in August as a place we may be able to participate
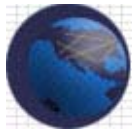
5. Webcast Update	• In follow up to the last meeting Cait reported that there is an email survey going out to all Webcast Participants after the Webcasts. A copy of this was sent out with the meeting agenda
	• Lynette asked if more information on the individual participating could be gathered-such as whether or not the participant were an adopter, developer, etc, and what level of involvement they have in caBIG
6. Face to Face Meeting Update	• The issue was raised around contracts and our upcoming face-to-face meeting. The question was asked if we should postpone the meeting.
	• Edith, Tom, yes to postpone, David ok either way,
	• Do video conferencing for the face-to-face meeting-Tom could help set this stuff up.
7. Review Key Actions Agreed Upon	• See action log below
8. Other Issues and Concerns	• Ed asked if the current Agenda format was working for everyone. Please send on any suggestions for format changes
	• Ed raised an idea about partnering with commercial groups around training materials. Given the paucity of training materials-perhaps some of our potential commercial partners (IBM, Oracle) might be willing to give us some of their approach to training. This might enable them to overcome some of the barriers to entry into caBIG. Mary Jo Deering could lead those inquires. This idea needs to be vetted through NCI.
	• Ed also discussed that his group will be sending a Needs Assessment to the Cancer Centers. There are no questions on preferred training formats now questions more relevant to adopters. Ed will get the link to Cait who will send it to everyone for input, in particular the Adopter group via Edith and the Strategic Planning Group via Tom
	• There was a request that liaisons and subcommittee chairs send any notes they have prepared for our meetings updates to Cait so that she can be accurate with the meeting notes
	• Tom Casavant discussed at length some of the work the Strategic
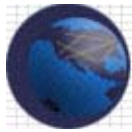
Planning Committee has done around conferencing options. He thinks the Training Group would better able to carry out this work. The decision was made by the group to take this on. The group needs to come up with a proposal for the wider caBIG community.

- He discussed Centra in particular and the benefits and difficulties some have had with it.

- The Training Group could consider endorsing one platform and having everyone work toward this one way of doing things. This might not be realistic but has some support from the group

- Tom mentioned 3 platforms:
    - Web-based services like Centra-don't buy any infrastructure-just use your browser. Might have to plug in a microphone and might need to plug in a camera-but that is all
    - Buy hardware infrastructure to use:
        - H.323- an audio/video standard protocol (mostly PC).
        - T120- a data/application sharing standard (PC mostly)
        - SIP- another audio/video standard (mostly MAC).
    - Access Grid project

- PC/MAC/Linux issue isn't going to go away-and there needs to be a solution for this problem

- Barriers to use seem to be that some view it as a toy, don't use it to it's full use, and when do try and use it discount it and become cynical if they run into any problems.

- This is 'glitchy stuff'

- This group can help to prepare this community for this kind of technology.

- Will need to have some support for whatever platform is chosen

- Need to survey the centers and find out what centers are using. These questions could be rolled into the Needs Assessment being sent out by Ed's Group

	• Please send ideas for Agenda items for face to face
8. Confirmation of Next Meeting	Our next meeting will take place June 16, 2004
Action Items:	

	Individual Responsible	Action Item	Due Date	Notes
	Tom Casavant	Tom to speak to Ken Buetow about having the Strategic Planning Group pass off to the Training SLWG the proposal around which platform to adopt for enhanced conferencing	June 9, 04	

	Training SLWG	Ed to send Cait the Needs Assessment he is working on. Tom Casavant to look at this and add suggestions around surveying the centers about current video conferencing capability and their needs around this. Edith will look at the survey from the adopter point of view.	June 4, 04	
	Training SLWG	Make final decision regarding whether or not to post-pone face-to-face meeting, have it as a video conference or some hybrid of these two	June 9, 04	
	Cait will bring to the BAH leads to present to NCI	Vet the idea of going to potential commercial partners for help with Training Materials	June 16, 04	